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File: Rec Mgt

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700170040-1

Chief, General Purchase Branch,
Procurement Division

14 May 1958

Acting Chief, Records Management Staff

Purchase Order for Safe Cabinets

1. I understand that in a day or so I shall be asked to approve a purchase order for 471 safe cabinets, 287 of which are slated for overseas use and 184 for headquarters. May I therefore present some facts and views that will govern my decision on this purchase order.

a. On 8 May 1957, a purchase order for 55 safe cabinets was released. Not until 7 March 1958 was another purchase order released, one for 40 safe cabinets. However, during the period 1 July through 31 December 1957, 111 safe cabinets were issued to the field. This leads me to conclude that virtually all of the safe cabinets issued in headquarters during the same period were taken from surplus stocks accumulated as a result of records disposition activity.

b. To date, according to Supply Division information, there are no back orders for safe cabinets for either headquarters or the field.

c. About the 15th of next month, I expect the addition to the Records Center to be in operation, thus providing additional incentive and facilities for the retirement of inactive records. I anticipate records disposition activity during the ensuing months to exceed that which occurred last year and which accounted for estimated savings of over \$500,000 in filing equipment. In addition, operating personnel are showing a greater willingness to destroy inactive records within their offices. Last year they reported the destruction of 5,772 cubic feet of records which would have required the use of 721 additional four drawer safe cabinets.

d. In addition to disposition activity, the Records Management Staff is engaged in several projects calculated to release safe cabinets to stock. One of these projects concerns a possible reduction in the number of safes (now 120) being held on a standby basis at the relocation site. Another project involves the use of surplus letter size safe cabinets in lieu of legal size equipment.

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2. In view of the above, I must conclude that at the present time we need to concern ourselves only with meeting overseas requirements for safe cabinets. This conclusion is substantiated by my understanding that, in an emergency, headquarters requirements for safe cabinets could be met from stocks slated for overseas use, which in turn could be replenished within from 30 to 45 days by direct purchase. I therefore recommend that the impending purchase order cover only requirements for safe cabinets needed for overseas use.

[Redacted]

25X1

CONCUR:

SIGNED

14 MAY 1958

Chief, Management Staff

Distribution:

Original and 1 - Addressee

1 - RMS

2 - C/Mgt/S

1 - [Redacted] (Hold)

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80PK 5/14/58
Mgt/S/RMS/ [Redacted] fjm (14 May 1958)